Recruitment Management System (RMS) Upgrade Update

RMS HR Users,

Please familiarize yourselves with the important RMS Upgrade Updates below. This communication includes the following updates:

- ☑ URL Access to the Upgraded RMS
- ☑ System Transition
- ☑ System Records
- ☑ System User Accounts
- ☑ Current RMS
- ☑ Additional Support Materials

URL Access to the Upgraded RMS

The upgraded RMS will "go live" on **April 21, 2015**. From April 16 – April 20, 2015, RMS HR users can access the upgraded RMS at https://upgrade252.peopleadmin.com/hr.

Once the upgraded RMS is activated on April 21, 2015, RMS HR users should access the system at https://virginia.peopleadmin.com/hr.

System Transition Update

From April 16 – April 20, 2015, you will be able to access the upgraded RMS (PeopleAdmin 7) to review job postings, user accounts, and templates that were exported from the current RMS (PeopleAdmin 5.8) to the upgraded RMS (PeopleAdmin 7). During this period, you will be able to access system user accounts and post new jobs with a "job open" date of April 21, 2015.

Applicants will not be able to apply to these job postings until April 21, 2015.

System Records

The following records were exported to the upgraded RMS during the April 3, 2015 data load extract:

- ✓ Open Job Postings
- ✓ Closed Job Postings
- ✓ Non-Recruitment Job Postings

- ✓ Templates
- ✓ RMS User Accounts

The Open/Closed/Non-Recruitment job postings and templates have been exported into the system in a "draft" workflow state. Agencies will be responsible for changing these "draft" job postings to "Imported from 5.8". Agencies can use these job postings to select "Create from Posting" which uses an existing posting as a template and automatically copies most of the information.

To "bulk" change job postings from the "draft" workflow state to "Imported from 5.8", click on the box to select all of the job postings. Then, perform the following sequence:

> Select: Actions>Bulk Transition Postings>Change For All Postings>Move To Imported From 5.8>Save Changes.

Once completing these steps, the positions will be ready for RMS HR Users to create job announcements from these postings.

Keep in mind that RMS HR Users will have access to edit templates in the upgraded RMS but will not be able to create templates.

System User Accounts

RMS User Accounts were exported to the upgraded RMS on April 3, 2015. When system users log into their accounts for the first time on and after April 16, 2015, they should use their current username. Users will also use their username in the password field the first time logging into the upgraded RMS. At this point, users will be prompted to create a new password. Agency HR (full access) system users can manage user accounts for the agency. To manage user accounts, access the accounts through the ADM Tab.

Current RMS

System users (HR and hiring managers) can continue to access the current RMS (PeopleAdmin 5.8) as they do today until April 21, 2016. The URL to access this system is the same as it is today (https://jobs.agencies.virginia.gov/hr).

All job postings must close in the current RMS by 5:00 p.m. on April 15, 2015. This will ensure that applicants stop applying to job postings in this system and start applying for jobs in the upgraded system.

All of the records in the current RMS will remain in the system. Agencies will have direct access to the system with all functionality until April 21, 2016. After April 21, 2016, agencies can access records by making a request to DHRM. A process for requesting records will be provided to agencies.

RMS Users can access their user accounts in the "old" RMS after April 21, 2015 as they do now. Usernames and passwords will be the same. Agency HR (full access) system users can continue to manage user accounts for the agency in the "old" RMS.

Additional Support Materials

We have consolidated the questions that you have been submitting about the RMS Upgrade and have posted System User Frequently Asked Questions (FAQs) on the RMS Upgrade – PeopleAdmin 7

webpage on the Human Resources and Management Tab. Please take a few minutes to review these FAQs about using the upgraded RMS.

Remember to keep in mind these key dates:

- ☑ **April 15, 2015:** All posted jobs in the current RMS (PeopleAdmin 5.8) must be closed by 5:00 p.m. on April 15, 2015. This important preparation step will allow agencies to continue to manage job postings to a final status but will prevent applicants from continuing to submit applications to the current RMS.

- ☑ **April 16 – April 20, 2015:** Agencies can post new jobs in the updated RMS (PeopleAdmin 7) with job open dates on or after April 21, 2015.

- ☑ **April 21, 2015:** The upgraded RMS will "go live"!

Please continue to submit questions and suggestions to rmsinquiry@dhrm.virginia.gov.

Thanks!

dhrm RMS Upgrade Team